



SPECIAL OCCASIONS CONTRACT

Hakone is the ideal location for your family events such as birthday parties, bridal and baby showers, and anniversary celebrations. During the day when the gardens are open to the public, events may only be held inside our Lower House and Cultural Exchange Center and its outside viewing deck. Evening events may also be held outside on the Madrone Mound.

The Cultural Exchange Center is an authentic replica of a 19th century Kyoto Tea Merchant’s shop home and home featuring an open-beam ceiling and an outdoor viewing deck. It can seat up to 100 people for dining, seating 60 people inside and 40 people on the deck.

The Lower House can seat up to 40 people for dining and up to 60 for a standing reception and features a light-filled engawa (veranda) overlooking our Zen Garden.

Facility rental includes:

- *Pre-event meetings, walk-throughs, referrals and consultation with Event Managers.*
- *One-hour set-up and one hour clean up time in addition to the event time.*
- *Chairs and tables and set up and break down.*
- *Preferred caterer's list*
- *Free parking and access to the gardens for your guests*
- *Event staff onsite for your event*

Cultural Exchange Center Rates (11 am- 5 pm)	3 hour event	Full day rental – 8 hours
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<input type="checkbox"/> Up to 60 guests	\$650	\$900
<input type="checkbox"/> 61 – 100 guests	\$800	\$1200

Lower House Rental Rates (11 am- 5 pm)	3 hour event	Full day rental – 8 hours
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<input type="checkbox"/> Up to 40 guests (dining)	\$600	\$800
<input type="checkbox"/> Up to 60 guests (reception)	\$750	\$1100

Evening Event Rental Rates (5 – 9 pm)	Saturday	Weeknight/Sunday
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<input type="checkbox"/> Cultural Exchange Center/Deck	\$2500	\$2200
<input type="checkbox"/> Lower House	\$2000	\$1700
<input type="checkbox"/> Madrone Mound	\$2700	\$2400
<input type="checkbox"/> Madrone Mound + Cultural Exchange Ctr	\$4500	\$4000
<input type="checkbox"/> Additional hour (9 -10 pm)	\$ 500	\$ 500

Venue Package: _____	\$ _____
Additional Hour - 9 to 10 pm: \$500	\$ _____
Total Venue Rental	\$ _____
Refundable Deposit: \$600	\$ 600.00
Amount due to at signing to secure venue: (<i>\$600 plus ½ rental fee</i>)	\$ _____
Amount due 90 days prior to scheduled event: (<i>Due date _____</i>)	\$ _____

Name _____ **Event Date** _____

To secure your booking, please fill out the Family Events Contract and return to the Hakone Events Office via email or mail to: Hakone Foundation, PO Box 2324, Saratoga, CA 95070. Payment of the rental fee and deposit must be received to confirm your event date. Make checks payable to Hakone Foundation. We accept VISA, MasterCard, and Discover.

Please use “Rental Options Form” to add dance floor, speakers, umbrellas, etc. These can be added at a later date.



SPECIAL OCCASIONS CONTRACT

Name: _____ Phone Number: (____) _____
 Address: _____ City, State, Zip: _____
 Email Address: _____ Name of Event _____

Date of Event: _____ **Day of week:** _____

Type of Event: Birthday ___ Anniversary ___ Memorial ___ Other _____ **Est. Attendance** _____

Rented venue:

- Lower House
- Cultural Exchange Center
- Madrone Mound/Cultural Exchange Center

Event Timelines:

- Event Time: **11 am – 2 pm**
 Setup: 10 am – 11 am
 Clean up: 2 pm – 3 pm
- Event Time: **12 – 3 pm**
 Setup: 11am – noon
 Clean up: 3 – 4 pm
- Event Time: _____
 Setup: _____
 Clean up: _____

Vendor Information: *(Please choose a vendor from our preferred vendors list.)*

Caterer Name & Number _____ Date & Time of Delivery _____

Rental Co. & Number _____ Date & Time of Delivery _____

Special requests/equipment to be brought into Hakone: *(must receive prior approval from the Events Office)*

Please Initial and sign:

Venue rental: Please note that the rental is for the venue indicated only. You will be charged our standard rental rates for the use of any other areas not included in this contract. The outside area in front of the CEC and the Madrone Mound may be not used for tables, food or displays unless the Mound has also been rented. _____(initial)

Set up/breakdown time: You will have access to the venue for one hour before and one hour after the event for set up and clean up. Any additional time must be approved in writing by the Hakone Event Office. You will be charged \$150 per hour for any set up or break down time that goes beyond the time stated this contract. _____(initial)

Guest count: Renters must comply with the contracted guest count. There is a \$25 pp fee for # guests beyond the contract. _____(initial)

Food & Beverage: You may use a non-preferred vendor for prepared food that is being delivered to Hakone for your event. If a caterer is setting up and/or staffing the event, it must be from our preferred list. A non-preferred caterer may be used for an additional \$5 per person fee. The Events Office must receive copies of the caterer’s business license & insurance liability policy before the event. _____(initial)

Trash/recycling: Caterers are contracted to remove trash and recycling from the property due to our limited capacity onsite. If you are not using a caterer, you are responsible for carrying out trash and recycling from your event. _____(initial)

Applicant hereby agrees to hold the City of Saratoga, its City Council, the Hakone Foundation and its Trustees, the Individual members thereof, and all the officers, agents and employees free and harmless from any loss, damage, liability cost of expense that may arise during or be caused in any way by, such use or occupancy of Hakone Gardens and facilities.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the building, furniture, equipment or ground accruing through occupancy or use of said facility by the applicant. Any loss equipment or damages including extra cleanup shall be compensated from the deposit.

I hereby certify that I have read and understand the Hakone Reservation Policy and Procedures and will abide by any special conditions set forth. I certify that the intended use is in compliance with said rules and regulations, application instructions and any conditions or specific use and is subject to advance payment of all fees.

Print Name of Renter

Signature of Renter

Date signed

Signature of Hakone Event Manager

Date signed

HAKONE EVENT POLICY

**Please review, initial at each at each spot and sign at the bottom*

- Capacity:** All events are limited to a maximum of 180 people. The Garden and Madrone Mound can seat up to 180 people each. The Lower House is limited to 40 guests for dinner seating and 60 people for theater-style seating. The Cultural Exchange Center (CEC) seats 60 people for dinner and 80 people for theatre-style seating. Seating capacity on the Cultural Exchange Deck is limited to 40 people. The Japanese style apartments and the tatami-floored tearoom in the CEC are not part of any rental. _____
- Hours of Use:** The Gardens may be reserved for use during the hours from 8am to 11am and 5pm to 9pm. The Lower House and the Cultural Exchange Center (CEC) may be reserved for use during hours when the Gardens are open to the public, providing the nature of the function does not interfere with public use of the main gardens areas. Events held in the evenings may last up to 4 hours. An additional hour may be purchased, but must end no later than 10pm. All events are given 1 - 1 ½ hours prior to the start time for set-up and one hour after the event for clean up. _____
- Reservations:** To confirm a date for your event, a deposit is required in an amount equal to the rental fee, but not to exceed \$900, along with a signed contract. _____
- Furniture:** Hakone provides a limited number of tables and chairs. Available for use, at no extra charge, are 20 - 72"x30" tables, 20-60" round tables, 8 - 30" round table (4 high, 4 low), 200 white resin padded chairs, and 80 padded folding chairs. _____ Delivery of materials rented outside the Gardens must be arranged in advance with the Event Office. If items, either rented or personal, are left at Hakone for more than two business days after the event, the renter will be charged a \$50 storage fee for each day the items are left at the facilities to be taken from the deposit. _____
- Set up/breakdown:** The renter is responsible for setup and cleanup unless specified in the rental contract. At least one Event staff will be on duty during events at Hakone to render needed support, monitor the conditions of use, and to assure the regulations are observed. These staff members are responsible only for setup/breakdown of tables, chairs, and equipment rented from Hakone. At our discretion, we may require additional security to be paid for by the renter. _____ **Setup and breakdown time should be strictly observed by all involved parties including caterers. No earlier setup is permitted unless authorized in writing ahead of time.** _____ The facility must be left clean. _____
- Parking:** There are 93 parking spaces available. Any cars that arrive after the spaces are filled will be turned away. Please request that your guests carpool. _____ Vans, limousines and 24-passenger buses may be used. No large buses are allowed due to the steep incline of the driveway. Vehicles are limited to a size of 30 feet maximum. _____
- Caterers/Vendors:** Hakone requests that caterers be chosen from our preferred list. The Event Manager must approve a caterer who isn't on our preferred list and a \$5 per person fee may apply for the outside caterers. _____ A non-preferred caterer is required to supply Hakone with a copy of his/her business license, certificate of insurance and proof of worker's compensation. Non-preferred caterers must also make an appointment with the Event Manager to view the facilities. _____
- Caterers, DJs florist, photographers, music and others associated with setting up an event are expected to limit their use within the provided setup and breakdown time. The security/damage deposit refund will be reduced for extra work required to monitor extra set-up, to move or re-arrange rented materials left, and/or special cleanup. Please also note that trucks are limited to a maximum of 30 feet in size for Hakone. _____ The renter is solely responsible for the Caterers and/or Vendors that they contracted for their event. _____
- The Gardens are not equipped with commercial kitchens. The small kitchens in the Lower House and CEC may be used as part of a rental.
- Alcohol:** Alcoholic beverages are restricted to beer, wine and champagne. No food and beverages allowed outside of rented areas. _____
- Music/Dancing:** Use of outdoor sound system during Garden open hours is prohibited. _____ Generally, sound levels in the Gardens should be kept to a minimum and are not **to exceed 58 dBA at least fifty feet from the source** (City of Saratoga Municipal Code 7-30.050). All music arrangements of any form must be negotiated in advance. **Important: If you use a non-preferred DJ, please have them contact the Event Office for guidelines** prior to the event. Dancing is allowed within the CEC but not in the LH. _____

Photography: Photographers should obtain permission from the Event Office to conduct photo sessions at times other than during the event. Trails and paths should not be blocked by equipment. Inquire at the Event Office. Photographers are requested to remain on the Garden paths, open areas, or on steps, bridges and other walking areas. _____

Decoration: **Attachment of any items to the walls, posts, trees, or other facilities using staples, tack, nails, or tape is expressly prohibited.** Open flames are not permitted in the gardens or associated buildings. Votive and contained candles are allowed. **Flower petals, grains, and blow bubbles are not permitted.** All decorative items should be removed completely by the end of events without damages or marks. Sign posts should be removed _____.

Smoking: No smoking is allowed in the buildings, deck, or in the gardens. Smoking is allowed only in the parking areas. _____

Disability: In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this event, please contact the Event Office at (408) 741-4957. Notification 48 hours prior to the event will enable the Staff to make reasonable arrangements to ensure accessibility to the event. _____

Damage Deposit: Damage deposits are fully returned 30 days after the event. However, some negligent use may cause forfeiture such as damages to the gardens and its facilities, loss, overtime use, heavy spills requiring extra cleaning, and rule violations. It may also be forfeited for extra work required to monitor extra set up, overtime cleanup, to move or re-arrange rented materials left behind, and/or special cleanup. _____

Cancellations: DEPOSIT: Cancellations between 1 year and 6 months before the event will cause 1/3 of the deposit to be forfeited. Cancellations between 6 months and 3 months before the event will cause 2/3 of the deposit to be forfeited. Less than 3 months notice of cancellation will cause 100% of the deposit to be forfeited. _____

RENTAL FEE: Cancellations between 1 year and 6 months before the event will cause ¼ of the rental fee to be forfeited. Cancellations between 6 months and 3 months before the event will cause ¾ of the rental fee to be forfeited. Cancellations less than 3 months before the event will cause 100% of the rental fee to be forfeited. _____

Postponement: If notice of postponement is received more than 3 months before the event, the new date will be accepted and full rental fee will be due 90 days before that new date. Any payments that had been made to date will be kept by Hakone and applied toward the postponed event. If notice of postponement is received less than 3 months before the event, the above will apply, however the previously paid deposit will be full forfeited and a new deposit made in its place. _____ An event may only be postponed once before full rental and deposit are forfeited. All notices of cancellation and postponing must be made in writing. _____

Deposits and Rental Fees will not be returned if the event is cancelled or affected in any way due to bad weather or other reasons not the fault of Hakone. If, due to bad weather, a ceremony cannot take place in the outdoor area rented, any one of our indoor facilities may be used at no extra charge. _____

Verbal Agreements: No verbal agreements will be legally binding. **All agreements must be in writing** and approved by the Event Manager no more than 30 days before the event. _____

Liability: You agree to assume full responsibility for any theft, injury to any guest, invitee, visitor, any loss or damage to any of your property or that of any guest, invitee or visitor, or any loss or damage to any of the Gardens or its facilities. Children should be supervised at all times. _____

Renter agrees to hold the Hakone Foundation and its agents free and harmless from any loss, damage, injury, liability cost or expense that may arise out of renter's use of Hakone's facilities and equipment caused by negligence of renter and its agents. The Hakone Foundation assumes no responsibility for any damage to or loss of rental items from outside rental agencies. _____

The Hakone Foundation may cancel this contract when in the opinion of the Event Manager the proposed use of the facilities will not be in the Hakone Foundation's interest or if the renter has misrepresented itself or the event. Furthermore, the Hakone Foundation shall not be liable for any unavailability of the premises due to any cause beyond the Hakone Foundation's reasonable control, including, but not limited to acts of God, acts of renter, acts of civil or military authority, war, epidemic, labor disputes, or labor shortages. _____

I have read and understand the guidelines and rental agreement. Any additions, deletions, or revisions must be made in writing and approved by both parties. This agreement constitutes the extent of obligation to the Hakone and I agree to abide by its terms and conditions.

Signature of Renter

Date signed



PREFERRED CATERERS

Hakone is pleased to present a list of Preferred Caterers. These caterers have years of professional experience to assist you in the planning of your event. We **strongly recommend** our clients to use one of our Preferred Caterers since they are familiar with our policies/regulations/facility structures. If you have any questions, please contact the Event Office at (408) 741-4957.

AZUMA JAPANESE CUISINE (408) 257-4057
19645 Stevens Creek Blvd., Cupertino CA 95014

Yuichi Nakano takes pride in serving authentic and specialty dishes of Japanese cuisine. Yuichi offers 20 years of experience and the promise of a memorable catered event.
<http://www.azumajapanesecuisine.com>

CATERMAN CATERING (408) 441-8719
452 Reynolds Circle, San Jose, CA 95112
<http://www.caterman.net>

Exceptional Service and Gourmet Foods is our priority to our clients. Our gourmet menus offer a wide variety of delicious international cuisine.

EVENTS OF EXCELLENCE (408) 739-3732
743 S. Wolfe Road, Sunnyvale, CA 94086
www.eventsofexcellence.com
catering@eventsofexcellence.com

Over 28 years of success in raising the standard in the event industry for high-quality, cutting-edge cuisine, exceptional customer service & personalized attention to detail.

GREENFISH CATERING (408) 432-1192
1971 O'Toole Way, San Jose, CA 95131
<http://greenfishcatering.com>

Greenfish Catering specializes in serving quality contemporary Asian cuisine such as Japanese, Korean, and Chinese cuisines. Our eco-conscious approach to business that ensures that you will be provided with only the freshest and wholesome ingredients.

IL FORNAIO (408) 271-3356 Dina Ardizzone
302 S. Market Street, San Jose, CA 95113
www.ilfornaio.com

Il Fornaio's award-winning authentic Italian cuisine is made from ingredients imported from Italy combined with the best of the Bay Area by chefs trained in Italy. Our catering staff is trained in five star service.

LE PAPILLON (408) 296.3730
410 Saratoga Avenue, San Jose, CA 95129
www.lepapiillon.com

Le Papillon restaurant has been serving the Silicon Valley for nearly a quarter of a century. Providing fine, innovative cuisine in an exclusive atmosphere has been our singular goal. We bring this same commitment to quality to all our catered events, from intimate gatherings to grand affairs.

LE'S KITCHEN CATERING
P.O. Box 422583, San Francisco, CA 94142
<http://leskitchen.com/> Inquiries@LesKitchen.com

Le's Kitchen Catering was founded with a passion for preparing authentic Asian flavors, served with a contemporary flare, for your special celebrations. Executive Chef Le recreates the richness of traditional Chinese flavors with Southeast Asian influences using the healthiest and freshest ingredients possible.

MICHI'S CATERING (408) 964-8555
2220 Winchester Blvd., Campbell, CA 95008
www.michicatering.com

Michi's has been a family owned restaurant for 35 years. We pride ourselves on our service and innovative cuisine. It is our mission to provide every customer with the highest quality food and service, leaving you with a dining experience that will be remembered for years to come!

NAPKIN RING, THE (408) 867.5588
One Oak Place, Saratoga, CA 95070
www.napkinring.com

Carol Sowalla has been in business for many years, to the delight of her clients, each event is individually planned, whether it be a corporate party, wedding or dinner party. The ever-changing menus are selected on a personal basis.

PANETTA'S ELITE EVENTS CATERING (408) 559.7733
1340 White Oaks Road Ste. A, Campbell, CA 95008
www.panettas-catering.com
lbeesley@msn.com (Lori Beesley Nelson)

Full service catering, serving the greater bay area for over 30 years. Northern California's only Diamond Certified off premise caterer. Let us create a custom package for you, making all the details easy.

PARSLEY*SAGE*ROSEMARY & THYME Catering and Event Professionals (800) 798.8388
795 South Second Street, San Jose, CA 95112-5821 www.psrt.com

THE PARTY HELPERS (408) 435-7337
780 Montague Express Way, Ste. 706, San Jose, CA 95131
www.thepartyhelpers.com

SIMPLY DELICIOUS CATERING & EVENTS (408) 531-5523
1725 De La Cruz Blvd., Santa Clara, CA 95050
www.simply-deliciousfood.com

Let Simply Delicious Catering & Events help you create the event you've been envisioning. Since we like to work and play with the seasons, our options and menus are ever changing. We have flexibility to work with your individual needs and tastes, while keeping fresh with what's in season. The ultimate success of any event depends upon the reliability of receiving delicious food and great service.



ADDITIONAL RENTAL OPTIONS

Dance Floor

<input type="checkbox"/> 9' x 9'	9 panels	\$120 (occupancy 18)
<input type="checkbox"/> 9' x 12'	12 panels	\$156 (24)
<input type="checkbox"/> 9' x 15'	15 panels	\$195 (30)
<input type="checkbox"/> 12' x 12'	16 panels	\$230 (32)
<input type="checkbox"/> 12' x 15'	20 panels	\$260 (40)
<input type="checkbox"/> 12' x 18'	24 panels	\$300 (48)
<input type="checkbox"/> 15' x 15'	25 panels	\$330 (50)

- LCD Projector \$70 (Epson PowerLite Model EMP-S5)
- Screen (60" x 80") \$30 (with projector \$90)
- 9' dia. Canvas umbrella and metal base - Ivory \$30
- 9' dia. Canvas umbrella and metal base - Red \$35
- Microphone & speaker system (w/ built in CD player) \$150 (Model #XTR6000/6001)
- SoundDock10 system (Bose made for iPod) \$150 (With speaker system \$250)
- Umbrella décor on CEC ceiling (15 pcs in 5 colors) \$150
- Drapery décor in the Cultural Exchange Center \$150

Setup and breakdown included.

TOTAL RENTAL FEE \$ _____

NAME: _____

EVENT DATE: _____

SPECIAL REQUESTS OR INSTRUCTIONS: _____

